

## **CLASS SPECIFICATION**

**JOB TITLE:**           **SENIOR CROSS CONNECTION CONTROL TECHNICIAN**

**DEPARTMENT:**    **MAINTENANCE & OPERATIONS**

**BASIC FUNCTION:**

Under general supervision, to implement and enforce the Cross Connection Control Program; to lead, supervise, oversee, and participate in the more complex and difficult work of staff performing a variety of work in support of the City's Backflow and Recycled Water Programs. Oversees and participates in maintaining a variety of records and files; maintains the databases that track the Backflow and Recycled Water Programs; performs a variety of technical tasks relative to the assigned areas of responsibility. Also performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is the lead level of the Cross Connection Control Technician series and is distinguished from the class within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to employees within this series and serve as lead workers for an assigned group of employees. Employees at this level may be assigned specialized functions and are required to be fully trained in all procedures related to the assigned area of responsibility.

**KEY RESPONSIBILITIES:**

Maintain written and computerized records of work performed and materials used, prepare a variety of written records and reports related to the work.

Lead, plan, and review the work of staff responsible for performing a full range of semi-skilled and technical work in support of the City's Cross Connection Control Program; ensure the timely and accurate completion of work activities.

Train assigned employees in their areas of work including related methods, procedures, and techniques.

Direct and assign work to staff members, evaluating and monitoring work in progress and directing modifications and corrections as necessary.

Oversee the implementation and enforcement of cross connection control of potable and recycled water systems; identify and implement plumbing changes needed to protect the water system from potential cross connections.

Identify businesses where backflow devices are necessary; notify and advise customers regarding location and type of devices that need to be installed; follow-up to ensure that the appropriate devices have been installed.

Conduct annual inspections of private reclaimed water systems.

Monitor and test backflow devices.

Respond to inquiries from contractors, developers, engineers and the general public concerning City's rules and regulations regarding the Cross Connection Control Program.

Maintain computerized records and files of backflow device locations, inspections, test results and corrections.

Prepare correspondence, and summary and regulatory reports.

Investigate backflow devices that are in need of repair or replacement and notify customers.

Install, repair and maintain City facility backflow devices.

Maintain liaison with other agencies related to the Cross Connection Control program; represent the City at meetings; work closely with various City departments and Regulatory Agencies.

May act as supervisor in his/her absence.

## **QUALIFICATIONS:**

### **Knowledge of:**

State, County, and City regulations related to the Cross Connection Control Program and related use of reclaimed water systems.

Specific tools, equipment, materials and procedures used in backflow maintenance and repair, testing, and installation.

City street routes and location of meters and backflow devices.

Basic plumbing and piping systems in order to repair and maintain backflow devices and water meter systems.

Effective supervisory and training methods and techniques.

Quality control methods and techniques.

Safe work practices and regulations.

Basic arithmetic.

**Ability to:**

Enforce City cross connection control regulations and rules through investigation and identification of non-compliance and seek resolutions.

Exercise initiative and judgment relative to enforcement activities.

Analyze and solve problems.

Conduct backflow pressure and flow tests, installation and repair.

Effectively communicate with people from a wide variety of socio-economic backgrounds.

Deal tactfully and remain courteous and calm in tense and/or hostile situations.

Perform mechanical maintenance and repair tasks.

Use math and apply mathematical reasoning.

Operate a variety of hand and power tools and other types of mechanical equipment.

Enforce safety rules and regulations.

Carry out assigned duties in a safe and efficient manner.

Perform detailed work on multiple, concurrent tasks and work under intensive deadlines.

Read blueprints to determine appropriate placement of new backflow devices.

Read and interpret schematics, numerical information and documents.

Maintain computerized records and prepare reports accurately and completely.

Use effective written and oral communication skills.

Work independently and efficiently to carry out assignments.

Lead the work of others in performing backflow tests, repair and maintenance of duties.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of progressively responsible water works experience, including specific cross connection control experience **and** coursework in Water Distribution, Hydraulics and Cross Connection Control.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License (Class C). Certification by the AWWA (American Water Works Association) or ABPA (American Backflow Prevention Association) as a Backflow Tester and AWWA Cross-Connection Control Specialist.

Willingness to work overtime hours or respond to emergency calls in off hours as required. During course of employment may be trained in Hazardous Materials related to the response plan for emergency operations.

**PHYSICAL REQUIREMENTS AND ENVIRONMENT:**

Extended periods of standing and walking on a variety of terrains to test, repair, and install backflow devices;

Upper body strength to lift, carry and manipulate backflow devices, meter boxes, registers and other related equipment;

Ability to work in confined spaces which may expose employee to hazardous atmospheric conditions; and,

Use of respirators which prohibits full beards and facial hair that may interfere with safety as it relates to the confined spaces program.

Some work is performed outdoors and through inclement weather as necessary. Incumbents are required to drive vehicles to work locations, attend meetings at various site locations and travel as necessary.